

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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March 23, 2004

FROM: **RAYMOND WINGERD**, Interim Chief Probation Officer
 Probation Department

SUBJECT: **CLASSIFICATION ACTION**

RECOMMENDATION: Approve the reclassification of vacant position #14742 from Probation Corrections Supervisor II, Supervisory Unit, R61 (\$52,166 - \$66,664), to Supervising Probation Officer, Specialized Peace Officer - Supervisory Unit, R63 (\$56,534 - \$72,238).

BACKGROUND INFORMATION: The Probation Department has historically relied on two experienced positions to manage the training needs of the Department, namely: a Probation Corrections Supervisor II (PCS II) and a Supervising Probation Officer (SPO). The PCS II position handles training for staff that is typically assigned to institutions, while the SPO position oversees training for staff that provides juvenile and adult programs, investigations, and case management.

During the current fiscal year, the SPO position was reassigned to meet a high priority need, as opposed to hiring at that time because of budgetary constraints. Since that time, the incumbent PCS II was promoted, leaving no supervision in the training department.

The Department plans to eliminate one position in training in the budget for next year; however, to staff the division with one supervisory position, an SPO would be needed to meet the specialized requirements of the probation officer series, in addition to institutional staff. Therefore, after consulting with Human Resources regarding job duties, the Department recommends reclassification of the vacant PCS II position to an SPO position.

REVIEW AND APPROVAL BY OTHERS: The proposed action has been reviewed by Human Resources (Linda Matthews, Classification Manager, 387-5904), on March 8, 2004; County Counsel (Jean-Rene Basle, Deputy County Counsel), on March 12, 2004; and the County Administrative Office (Laurie Rozko, Administrative Analyst), on March 11, 2004.

FINANCIAL IMPACT: The additional cost of reclassifying this position for the remainder of the fiscal year is approximately \$1,284. This increased cost will be funded by existing salary savings. The full year additional cost of \$4,888 for this position will be incorporated into future budgets.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item, and recommends this action based on the need for appropriate training and supervisory skills. The reclassified position would not be included in the Department's 21% reduction plan.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Mel Rinewalt, Deputy Chief Probation Officer (909) 387-5855

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| | Record of Action of the Board of Supervisors |
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